

~~SECRET~~ ~~CONFIDENTIAL~~

OFFICE OR STAFF **TRAINING** OFFICE CODE **U** REQUEST DATE **27 July 1953** APPROVAL DATE **1 Aug 1953** CONTROL NO. **A000600030016-5** **R-63** Page **1** of **1** Pages

25X1A

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DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
<div></div> <u>ADMINISTRATIVE STAFF</u> <u>FINANCE BRANCH</u>			<div></div> <u>ADMINISTRATIVE STAFF</u> <u>FINANCE BRANCH</u>				
Fiscal Clerk	GS-501-5	805	Time Leave Pay Clk	GS-544-5	901		
Fiscal Clerk	GS-501-4	513	Time Leave Pay Clk	GS-544-5	901.01		
			(Place on T/O after U 629)				
No change in T/O strength. By written request of Director of Training.							

NEW OFFICE TOTALS		APPROVAL	
T/O strength	25X9	The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.	
		Chief, Class. & Wage Div.	

~~SECRET~~

Security Information

FORM NO. 30-25
SEP 1952

AUG 3 1953

(4-39)

8 June 1953

MEMORANDUM FOR: Chief, Classification and Wage Division

FROM : Director of Training

SUBJECT : Re-classification of Fiscal Clerk Position -
Project []

25X1A6a

1. At the time of the approval of the current [] T/O, it was intended that the position of Fiscal Clerk, position number U513, GS-4, would function as a utility fiscal employee lending primary assistance to the payroll clerk. However, since that time, the payroll requirements have increased to the point where many additional duties now have to be performed by this person. This is necessary because the local payroll for this activity has doubled itself since this project was set up. In addition to payroll duties, this clerk is required to maintain certain ledgers and assist in the preparation of certain reports. 25X1A6a

2. We believe that the above facts, plus the attached position description, justify our request that this position be raised from Fiscal Clerk, GS-4, to Fiscal Clerk, GS-5.

[] 25X1A9a
for MATTHEW BAIRD

B-63
6/11/53
KCT